

# Service Interruption Notification

Dear [Client's Name],

We hope this message finds you well. This letter is to inform you that our services will be temporarily interrupted due to [reason for interruption, e.g., maintenance, unforeseen circumstances, etc.].

The interruption is scheduled to take place from [start date and time] to [end date and time]. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your plans.

During this time, our team will be available to assist you via [alternative communication methods, e.g., email, phone]. We encourage you to reach out to us if you have any questions or need assistance.

Thank you for your understanding and patience during this period. We look forward to resuming our full services as soon as possible.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]